



King County

Invites Applications for the Position of:

District Court Manager

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King County is committed to equity and diversity in the workplace. In addition, the county is committed to recruiting and maintaining a quality workforce that shares our guiding principles: collaborative, service-oriented, results-focused, accountable, innovative, professional and fair and just.

OPENING DATE/TIME: 01/28/19 12:00 AM (GMT -8:00)

CLOSING DATE/TIME: 02/11/19 11:59 PM (GMT -8:00)

SALARY: \$74,989.44 - \$95,438.64 Annually

LOCATION: Redmond Courthouse, 8601 160th Ave. NE Redmond, WA 98052

JOB TYPE: Regular, Full time, 40 hrs/week

DEPARTMENT: King County District Court

JOB NUMBER: 2019 TM Redmond DCM

SUMMARY:

The Position:

The Court Manager for King County District Court (KCDC) is a strong, action-oriented leader with excellent people skills who is comfortable around upper management, judges and attorneys. The incumbent is responsible for day-to-day management of all non-judicial operations at the assigned courthouse. This includes maintaining the master calendar, managing pro tems, working with outside stakeholders, performing data analysis and metrics to KCDC administration. Work is performed at a professional level with the expectation of independent judgment and decision making.

The current opening is located at the Redmond Courthouse: 8601 160th Ave. NE, Redmond, WA 98052; however Court Managers may be assigned to work at any one of KCDC's locations which include Shoreline, Redmond, Bellevue, Kent, Issaquah, Burien, Seattle or Auburn. The Redmond Courthouse is staffed by a Court Manager, 1 Court Coordinator and 15 Court Clerks who support 4 Judges.

King County District Court Profile:

KCDC is the largest and most technologically-advanced Court of Limited Jurisdiction in the State of Washington. It currently processes approximately 200,000+ matters per year with 25 elected judges and roughly 260 employees at 8 separate locations. The Court is a leader in many areas involving public safety and access to justice, including the use of problem-solving courts, jail-alternative programs, technology and judge-managed probation services. Twelve cities contract with King County for court services that provided by KCDC.

ADDITIONAL MATERIALS REQUIRED: A Letter of interest and a Resume.

Timeline:

A SME review of the applications will occur the week of February 11, 2019

JOB DUTIES:

- Maintain effective working relationships with judges, staff, criminal justice agencies/stakeholders, and the public.
- Manage the day-to-day operations of the Courthouse.
- Assist with and develop new projects and serve on committees as required.
- Responsible for supervising and coaching Court Coordinators, providing recommendations regarding the hiring, development, assessment, labor issues, and discipline processes for all employees assigned to the Court location.
- Handle complex issues, questions, sensitive and confidential matters.
- Assist with the formulation and implementation of Court policies, rules, guidelines and procedures.
- Prepare the master calendar including judicial assignments and arrange for pro tem judges as required.
- Responsible for financial oversight and safe.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

- Strong leadership and collaboration skills that motivate, engage and develop employees.
- Ability to deal comfortably with upper management and elected officials.
- Ability to effectively and efficiently manage time.
- Ability to work hard and be action-oriented and full of energy for the situations seen as challenging.
- Ability to identify and plan for operational challenges derived from other courts and from other government, private, or non-profit entities.
- Ability to work with diverse groups of people both internally and externally.
- Ability to identify, develop and implement new cost savings and efficiencies that are aligned with the Court's and King County's strategic plan, mission and vision.
- Bachelor's degree in a related field of study, including but not limited to public administration, court administration, business administration, or criminal justice, or any combination of education and experience which demonstrates the ability to perform the essential functions of this position.

SUPPLEMENTAL INFORMATION:

Application material will be screened for qualifications; the most competitive applicants will be invited for one or more panel interviews. **Any employment offer will be contingent upon the results of a criminal background investigation and finger printing.**

If you have any questions regarding this position, please contact Travis McKinnon at (206) 263-1239 or TJMcKinnon@kingcounty.gov.

Note: Online applications are preferred. However, if you cannot apply online, go to www.kingcounty.gov/jobs for other options.

If you need an accommodation in the recruitment process or an alternate format of this announcement, please inquire directly with the contact listed on the job announcement or the department's Human Resources Service Delivery Manager.